



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 3108
Date Adopted: July 1, 2008**

**FLSA Status: Nonexempt
Union Representation: Represented**

Senior Payroll Technician

GENERAL PURPOSE

Under direction from higher level supervisory or management staff, incumbent performs highly complex technical duties and responsibilities involving the preparation, processing, auditing, and maintenance of school district payrolls; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Payroll Technicians perform highly specialized payroll duties involving the payroll reporting and records of school districts/sites, ensuring that all preparation, administration, auditing and maintenance functions are carried out in an accurate, timely manner in accordance with all applicable legal requirements. Incumbents are expected to perform job assignments without close supervision using knowledge of multiple automated systems and databases. Incumbents work closely with staff of the various school districts /sites in the resolution of payroll problems and work closely with a variety of OCDE staff, banks, federal agencies, attorneys, and collection agencies to carry out these responsibilities.

Senior Payroll Technician is distinguished from Payroll Services Specialist in that an incumbent in the latter class is responsible for testing and documenting new payroll applications and training school districts' payroll staff on their functions and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs the full range of complex technical duties related to the computation, preparation, payment of employee contracts/salaries/Cost of Living Adjustments (COLA) for current and terminated employees.
2. Interprets payroll /district policies, procedures, and provides information to assist management and employees; provides customer service and assists employees/sites/districts with payroll resolution; evaluates, and researches payroll discrepancies; makes recommendations on development and implementation of improved systems as related to areas of responsibility.
3. Prepares and reconciles quarterly employer tax returns; generates applicable federal, Social Security, and Medicare tax deposits as necessary; prepares and reconciles quarterly returns for federal and state agencies.
4. Sets-up, updates, audits and maintains time and attendance systems for sick leave, non-work, inactive, and vacation accruals according to bargaining unit agreements; assists timekeepers with input and corrections; processes late absences and overtime requests submitted by timekeepers after required deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. Interprets and applies policies, California Education Code, federal and state laws, Internal Revenue Service tax laws, and the Fair Labor Standards Act to general and specific payroll transactions.
6. Acts as a liaison between school districts, employees, support recipients, state and federal agencies, attorneys and collection agencies in the processing of all wage garnishments and attachments; performs complex mathematical calculations based on the type of orders, priorities in the case of multiple orders, arrearages and changing requirements for compliance; researches laws and legal procedures as required; works with payroll staff and affected employees; maintains confidentiality when explaining requirements and limitations to irate or disgruntled employees; works closely with OCDE Legal Department to ensure compliance with laws and legal requirements.
7. Coordinates with Risk Management to ensure correct workers' compensation payments; monitors to ensure proper leave compliance; maintains appropriate records and documentation.
8. Prepares and generates comprehensive reports in either standard or ad hoc reports.
9. Attends a variety of meetings, training sessions and seminars as required.

OTHER DUTIES

1. Holds payroll checks from release to school districts for certificated employees at the request of the OCDE Credentials unit. Audits, verifies, and downloads New Hire Employee Reports on CDs; mails transmittal of New Hire Employee Registry to the Employment Development Department (EDD) and school districts within scheduled guidelines.
2. Researches, develops, and maintains complex spreadsheets and reports to reconcile school district payroll data for preliminary and final payroll cycles; reviews spreadsheets to identify programming problems; approves payrolls for final processing; downloads final payroll registers and balances each individual district for gross earnings, federal and state taxable earnings and Medicare, OASDI and SDI earnings; identifies variances and reports issues to facilitate necessary correction; documents reconciliation process; develops and maintains procedures to train other school district staff on processes.
3. Processes daily check activity export to district's bank; initiates and processes payroll fund transfers with County Treasurer; responds to district requests for copies of payroll checks/paid checks; oversees the cancelled check process for all school districts; verifies that authorizations are received for each school district payroll produced by OCDE.
4. Oversees and participates in direct deposit system processing for all school districts; exports direct deposit files to bank and confirms receipt; processes reversals, rejects, deletes, and returns of affected direct deposits; issues manual warrants as necessary.

QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws, regulations, rules, and guidelines applicable to payroll preparation, pay reporting and wage attachments.
2. Methods, practices, documents, and terminology used in processing payroll transactions and in payroll recordkeeping.
3. OCDE's payroll systems and associated practices and procedures for processing payroll information and interpreting input and output data.

Knowledge of: (cont.)

4. Operation of standard business software, including spreadsheet applications.
5. Standard office practices and procedures.
6. Principles and practices of sound business communication.
7. OCDE and school district human resources policies and labor contract provisions.

Ability to:

1. Gather relevant data, analyze problems, evaluate alternatives, and make appropriate recommendations.
2. Interpret, apply, and reach sound decisions in accordance with applicable rules, policies and department procedures.
3. Organize, set priorities, and exercise sound judgment within established guidelines.
4. Make complex calculations and tabulations and review payroll and related documents and information accurately and rapidly.
5. Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
6. Understand and carry out written and oral instructions.
7. Prepare clear and accurate payroll records and reports.
8. Prepare and maintain accurate and complete specialized records and files.
9. Communicate clearly and effectively, both orally and in writing.
10. Deal with sensitive and difficult situations.
11. Maintain confidential and sensitive information.
12. Establish and maintain effective working relationships with management, staff, the public, and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in bookkeeping, accounting or a closely related field; and at least five years of progressively responsible experience in performing timekeeping and payroll duties and functions; or an equivalent combination of training and experience. Experience in a public agency is especially desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 20 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with management, staff, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is usually quiet.